



## Bidder's Conference Questions

This list includes questions received prior to the Bidder's Conference, live questions (oral and written) during the Bidder's Conference and written questions through February 14, 2012.

In some cases, KYAE received very similar questions from multiple sources, so some of the questions below have been summarized, condensed or combined.

### Application Narrative

**Can we use News to Use in our written narrative as a reference?**

References should be determined by the applicant.

**When we cite our references are these pages included in the allowable page limits or may we have a reference page for the entire RFP?**

Cite your references within the allowable page limits.

**I am confused about the reference question. Are you saying that we have to include the original document that was cited OR is citing enough?**

Citing is enough.

**Are charts and graphs allowed?**

Yes...within the page limits.

**How much narrative detail is necessary in the RFP proposal to explain program service offerings? For example would a chart indicating the core service, times, days and length of offerings with a short narrative summary suffice?**

**Will each bullet point explanation need to stand alone or can it be cross-referenced in other sections of the narrative? Will it affect points?**

**It is necessary to use the maximum number of pages?**

Please refer to ***Tips for a Grant Application*** on the Kentucky Adult Education RFP website, specifically:

- Provide sufficient detail so that the reader can fully understand your response. Write the proposal as if the reader does not know adult education or the particular circumstances in your county.
- If the Narrative asks for evidence, make sure your response is detailed enough to satisfy the reader. Provide data and documentation. Lists and/or general statements are not sufficient.

- If the RFP asks for a description, plan or strategy, make sure your response has sufficient details to address the bullet. A general statement or recitation of KYAE policy is not sufficient.
- Respond to ALL bullets in each section of the RFP because points will be awarded for each bullet. Your responses should be in the same order as the bullets in the RFP.

**The Application Narrative requires us to provide evidence of sufficient intensity and duration for students to achieve learning gains. What are you looking for here?**

The language regarding sufficient intensity and duration comes from our federal legislation, the Workforce Investment Act, Title II, and we are required to determine if programs can demonstrate these capacities. We would be looking for good program design as well as data based on your experiences in providing services to adult students.

**The narrative requires us to discuss Common Core Standards. Do we need to explain them ... or how we're using them.**

There is no need to explain the standards. We want to know your strategy for incorporating the KYAE Common Core Standards into classroom use...how you're planning to implement them.

**In our narrative, should we focus on looking to the future in what we plan to do or looking to the past at what we've already done?**

The Application Narrative requires both. In the "Strategic Plan for Service Delivery," you would discuss your plan for delivering adult education services. The plan should be grounded in best practices, research-based strategies and in the applicant's own data-based experiences. In the "Evidence of Past Effectiveness" section, you would concentrate on how well you have performed in the past and how you will continuously improve if awarded the grant. Demonstrating past effectiveness is a federally required component.

**I didn't see a needs assessment piece in the grant. Are we not required to do one?**

A needs assessment is not required.

**Is it possible to write our grant to have the program director be a part-time position?**

Due to the competitive nature of the grant, Kentucky Adult Education cannot advise you on this issue.

Please note the language describing Kentucky Adult Education's preferred staffing model for program directors, Application Narrative, p. 5:  
 "Kentucky Adult Education favors a staffing model in which program directors 1) work 100 percent of their time in the adult education program as either a full-time adult education director or a full-time adult education program director/instructor;

2) lead the administrative and instructional functions of the program; 3) have daily engagement with the adult education staff and program and 4) have their offices in the same physical location as the main adult education center. (Please note: Administrative funds can be pooled from multiple counties to support a full-time adult education program director.)”

**Per Application Guidelines, administrative funds can be pooled from multiple counties to support a full-time adult education director. Can the funds be pooled to pay for an assistant director?**

Yes, administrative funds can be pooled to support an assistant director.

### **Application Narrative, Section 2A, Evidence of Past Effectiveness**

**If I’m an existing provider, do I answer Section 2A and 2B?**

No. Each applicant will answer either 2A, 2B **or** 2C. Current providers applying for the same county should answer Section 2A ... unless they are specifically listed in Section 2B.

**For existing programs – In analyzing our AERIN data for the RFP, we need to know if the 2008-2009 fiscal year had goal requirements to be reached or were they waived for every county due to the New Framework?**

Please do not confuse Performance requirements with Accountability requirements.

- Performance requirements include goals for enrollment, academic performance, GED and transitions to postsecondary education. KYAE never waives these goals. Excellent and Proficient performance leads to performance funding.
- The Accountability model spells out the consequences for sustained poor performance so that programs are aware of performance levels that lead to contract termination. From time to time, KYAE has paused the Accountability model. Examples are in the 2007-08 and 2008-09 years:
  - The New Framework for Adult Education was introduced in May 2007. The 2007-08 fiscal year was deemed a "transitional" year. The New Framework document stated, "There will be no sanctions for not meeting enrollment goals or performance during this transitional year."
  - In March 2009, KYAE sent an e-mail to providers about the accountability component of the Performance and Accountability Model – the full message is available at [http://www.kyae.ky.gov/announcements/2008-09\\_performance.htm](http://www.kyae.ky.gov/announcements/2008-09_performance.htm) . In part the message stated, "We have concluded there is a need to press “pause” on the accountability component of the new Performance and Accountability Model. As a result, programs performing in Needs Improvement for fiscal year 2008-09 will not be

placed on probation and fiscal year 2008-09 will not be considered the first-year status of the accountability model."

**I'm a current provider who was in the managed enrollment pilot. Which section do I respond to in #2?**

As a current provider applying for the same county, you should reply to Section 2A, p. 4 of the Application Narrative. No documentation is required for Part 1. Part 2 requires a written response to two bullets.

**How will points be assigned to section 2A, Part 1 for programs that were in the managed enrollment pilot for 2 years?**

Points for all current providers will be assigned as explained in the Application Narrative on p. 4. Note that current applicants have the opportunity to earn points in both Part 1 and Part 2.

As a point of clarification for programs in the managed enrollment pilots, please see [www.kyae.ky.gov](http://www.kyae.ky.gov) for the pilot Application Guidelines for each fiscal year. The paragraphs below are copied from those guidelines.

**From the May 11, 2009, managed program application:**

"Applications that are approved will be exempt from the enrollment component of the new Performance and Accountability Model for fiscal year 2009-10. In other words, programs not meeting their enrollment goal for fiscal year 2009-10 will not be placed on probation and fiscal year 2009-10 will not count towards contract termination. However, to be eligible for Program Performance Funding, counties must successfully achieve Proficient or Excellence in Enrollment and Excellence in Academic Performance for fiscal year 2009-10."

**From the March 10, 2010, managed program application:**

"Applications that are approved will be eligible for Program Performance Funding; however, counties must successfully achieve Proficient or Excellence in Enrollment and Excellence in Academic Performance for fiscal year 2010-11."

**For existing programs, when completing Section 2A, Part 1, does the KYAE GED Goal refer to total numbers of GEDs for that county or does it refer to those the program has set with a GED goal?**

The KYAE GED Goal refers to the numerical goal for your county – not the NRS percentage.

**In 2008-09, to be Proficient, programs needed 46 percent for academic performance. But is it correct that in Section 2A, we need 48 percent to earn points for past effectiveness for academic performance in 2008-09?**

That is correct. The points in the chart for Section 2A, Part 1, are not aligned with past definitions of Excellence, Proficient or Needs Improvement.

**Are you aware that if a program was proficient in all areas of 2A for all the years, they will automatically lose 24 points?**

This question makes some incorrect assumptions and therefore incorrect conclusions:

- As stated above, the RFP points **are not** aligned with any of the past definitions of Excellence, Proficient or Needs Improvement. For example, in 2009-10, to be in Excellence, a program had to achieve 90 percent enrollment and 56 percent academic performance. In the RFP, to **earn** the maximum points for 2009-10, an applicant must have achieved 85 percent in enrollment and 54 percent in academic performance. Therefore, some programs categorized as Proficient in 2009-10 may **earn** the maximum points for this year for enrollment and academic performance.
- Some Proficient counties may have met their GED goal for those years and will **earn** 12 RFP points, even though GED was not a measure considered when categorizing programs in Excellence, Proficient or Needs Improvement.

**I have RFP questions as related to Section 2A.**

- **For KYAE, the federal requirement for enrollment has always been 12 hours. When did the 12 hours become effective, in reference to enrollment, for local programs?**
- **When was policy changed in reference to the number of hours before post-testing?**
- **When did it change the second time, reducing the number of hours?**
- **When did the out-of-range TABE score policy take effect?**

The answers to all your questions can be found at <http://kyae.ky.gov/policy> and the Archived Policy link from that page ... or by using the Search feature.

**I am a current provider and recently ran my performance report for 2008-09. The enrollment goal was incorrect on the report. Is KYAE looking at accurate data to determine points in Section 2A, Part 1?**

**Where do we get the performance data that KYAE is using since it appears it is not the same as what is in AERIN?**

There was a temporary programming issue that caused a few county enrollment goals to display incorrectly for that year. The glitch has been resolved. All performance reports for 2008-09 should now show accurate data. Please be assured that the spreadsheet that KYAE will use for RFP scoring accurately reflects all data. The spreadsheet was not generated in the same way as the performance reports, so the programming issue did not affect its accuracy.

**To what digit are the performance data rounded?**

To achieve the goal, the full percentage must be earned.

**If an agency is applying to contract with a NEW county, even if they are partnering with the old provider, do they use stats from the county where they have been providing services?**

- In applying for the county where you currently provide services, respond to Section 2A, Parts 1 and 2.
- In applying for a new county, respond to the narrative bullets in Section 2C. You may use performance data from the current program to support your narrative.

**In question 2A when you are talking about analyzing 2008-09 through 2010-11. are we discussing our goals we had, what we gained, and what we didn't achieve and what we planned to do to improve it.**

Make sure you thoroughly read the bullet and touch on all discussion points requested.

**Will we be penalized points for past performance?**

Current fiscal agents applying for their current counties will earn up to 48 points based on past performance and up to 20 points based on narrative responses to two bullets. See the Application Narrative, Section 2A, p. 4.

**Although the narrative does not cover the current year may we provide this year's data in the RFP?**

Yes.

## Data

**Do you know if the Mennonite and Amish populations were given the ACS survey?**

Questions about American Community Survey data collection should be addressed to the U.S. Census Bureau.

**In referencing community data, are there specific sources that must be referenced or may any sources be used as long as cited?**

The applicant should use sources felt to be pertinent. Sources should be cited.

**If a current applicant is applying for other counties, does that applicant need performance reports for those counties?**

No.

**I need to know what resources that are available for our RFP (e.g. U.S. Census: is the 2000 version still the most up-to-date?)**

KYAE can't provide advice on what sources to use. KYAE uses the American Community Survey, 2006-10, from the U.S. Census Bureau, to determine each county's target population (residents without a high school credential, age 18-64). County funding and goals are based on this target population. When you use data or research, please provide a citation for the source.

## **Formatting**

**What are the font size limitations for charts/graphs in the proposal? Can they be single spaced?**

There are no specifications for font size. Single spacing for chart/graphs is acceptable. Make sure you do not exceed the page limitations for each section.

**There are bullets within the main bullets in the narrative questions we need to respond to. Do we put in the bullets within the bullets in our responses or do we just use one bullet for each response item? An example of this would be the first item on the narrative and the last item on page two of the narrative.**

The formatting should be determined by the applicant.

**Should we use a certain style for the RFP, e.g. MLA or APA?**

No certain style is specified or required.

**Is it acceptable to answer the questions in bullet format or are we required to answer in paragraph form?**

That is up to the applicant. Make sure you read the "Tips" document posted on the RFP webpage.

**If bullets are used, may the bulleted items be single-spaced with double-spacing between each bullet?**

The submission guidelines require that the narrative be double-spaced. See Preparing and Submitting the Application for more details.

**May bold-face, italics, and color be used in narrative for organizational purposes?**

Reviewers will have black and white hard copies for review.

**May links be inserted in narrative such as links referring to info within the narrative and links to websites and research?**

Reviewers will have hard copies for review.

**When application components are submitted via email, do we need to attach each application component as a separate attachment equaling six attachments (RE: Application Checklist)? . . or all are documents to be inserted into one continuous document so that there is only one attachment?**

There should be six separate documents per the Application Checklist – five Word documents and one Excel spreadsheet.

## **General**

**On the Assurances pages, it indicates that the agency head should initial the 19 items. In the example of a school system, would that be the school superintendent or the program director?**

In this case, the school superintendent's signature would be required. In all cases, the person who signs the Grant Signature Page, Assurances and Campaign Finance Law Compliance forms would be the head of the fiscal agent organization applying for the grant – not the program director.

**Can an applicant apply for multiple counties?**

Yes. A separate application is required for each county.

**What is the split of state/federal funding for planning purposes?**

The estimated split is 59 percent state and 41 percent federal.

**Homework packets-How do you count homework packets as hours? Can you count each packet you give them if it is different?**

This question is not pertinent to the RFP.

**Since I am new to the adult education program, can you provide assistance in developing the proposal?**

Due to the competitive nature of this grant process, federal and state guidelines greatly restrict the kind of information and assistance that Kentucky Adult Education can provide. Through February 14, you may submit questions by e-mail to [Janet.Hoover@ky.gov](mailto:Janet.Hoover@ky.gov) and we will answer allowable questions in writing. Q&As will be posted on the website after February 14.

**Is the KAACE grant-writing workshop related to the Kentucky Adult Education Bidder's Conference?**

No. The two events are unrelated. KYAE has no input or oversight regarding information presented at the KAACE workshop.

**Can KYAE funds be used to attend the KAACE grant-writing workshop?**

No. You may not use any type of KYAE funds to attend the KAACE workshop.



**Is there any point at which an applicant will be aware of competing agencies for their county/district?**

You will know when decisions are announced.

**What is a DUNS number and where do we find it?**

This is a number required for agencies that receive federal funding. If you do not know the DUNS number, please contact your business or finance office and request the number.

**Does the maximum number of pages include forms?**

The maximum number of pages listed in the Application and Budget Narratives refers only to the narrative sections as specified. Forms and budget/personnel worksheets are not counted as part of the maximum pages. Attachments, other the KYAE-required documents, are not allowed.

**The Core Service Performance Measures show target percentage for the entered and retained employment. These are new, correct?**

As a state, KYAE has always been held accountable for reaching federal performance measures for entered and retained employment. Currently, programs can earn student performance funding for entered (gained) employment. KYAE has always encouraged programs to meet these measures so that Kentucky can meet them as a state.

### **Managed Program Parameters**

**Are English as a second language and family literacy programs required to have formal lesson plans and syllabi by July 2013?**

Funded applicants will be expected to implement all aspects of the managed program parameters during the 2012-13 year as outlined on [www.kyae.ky.gov](http://www.kyae.ky.gov).

**Are a classroom managed program, lesson plans, syllabi required in a local corrections setting?**

No.

**When describing structured options for the managed program design, should we use the names given and descriptions in the RFP, i.e., holding classes and workshops ... or can we define them ourselves?**

The applicant should determine the terminology.

## Proposal Review

**Is there a rubric for scoring?**

Reviewers will use a scoring rubric that follows the format of the Application Narrative and will allow space for reviewers to record their scores for each bullet.

**What is the minimum score?**

To be approved, the application must score at least 140 points out of 200, or 70 percent.

**If a county grant does not meet the minimal score can the team give the county approval based on the proposed and current performance?**

The review team will determine a consensus score and recommendation based on the entire proposal.

**Do I understand correctly that 200 total points are possible? Does that make the Budget Narrative a requirement with no points possible?**

The maximum points are 200. The budget narrative and worksheets will be reviewed for completeness, accuracy and compliance with guidelines. Based on the review and the budget narrative, the applicant may be asked to provide further information or clarification. No points are assigned to the budget narrative or worksheets.

**When will we hear whether our proposal has been approved?**

Approximately mid to late May.

**Do you realize that timeline is after school boards have to notify employees of contracts for next year?**

We have a diverse provider network with various personnel-related timelines; however, our intent is to announce decisions approximately mid to late May.

**Will we be given the reviewers comments on our RFPs once completed?**

You may request comments after decisions have been announced.

**How will reviewers be selected? Will there be any reviewers from local programs?**

Reviewers include staff members from KYAE and Council on Postsecondary Education and well as close partner agencies such as Department of Workforce Investment, Local Workforce Investment Areas, Department for Corrections, Kentucky Department of Education and Kentucky Higher Education Assistance Authority.

There will be no reviewers from local programs or from any agency or institution that may potentially apply for adult education funding.

**How many reviewers will be reviewing the applications and how are their individual scores handled?**

There will be approximately 14 review teams made up of three people each. The reviewer will individually read and score the assigned proposals. The three-member team will then come together to determine a consensus score and a recommendation to KYAE Leadership for approval or disapproval.

**Will proposals be divided in sections between team members for review or will each person read and score in its entirety?**

Team members will read and score the entirety of each of their assigned proposals. Proposals will not be divided into sections.

**So if a county were not approved and no other agency placed a bid for that county then what happens to the adult education program for the county?**

KYAE has received guidance from the Office of Vocational and Adult Education (OVAE), U.S. Department of Education, regarding a process that allows KYAE to reallocate county funding from one fiscal agent to another in certain circumstances. KYAE plans to use a reallocation process in the following circumstances:

- When a county is defunded for poor performance or other reasons or if a county voluntarily relinquishes its adult education grant, KYAE will seek a fiscal agent from among its approved provider network and reallocate the funding to that fiscal agent to serve the defunded county.
- In a statewide competitive RFP year, KYAE plans to use the reallocation process when a fiscal agent does not submit an approvable proposal, as determined by RFP review teams. In this circumstance, instead of conducting a re-bid process for that county, KYAE will solicit a fiscal agent from among those approved through the RFP process and reallocate the funding for providing service in the county.

**Please note:** All counties will continue to have funded adult education programs with services in every county. If used, the reallocation process will retain the adult education funding in that county. In other words, a fiscal agent approved through the RFP process would receive funding to provide services in that particular county.

## Services

**Are GED classes included in family literacy?**

Adult education is one of the four components of family literacy. Adults who do not have a high school credential should be working toward a GED.

**Do we have to provide family literacy?**

Family literacy is an optional service and should be based on need/demand in your county.

**Family literacy is not mentioned in the RFP. If providing, should this be mentioned in the proposal?**

Yes, this could be mentioned in the first bullet where you will describe your overall proposed program design.

**Do we have to provide workforce education if we have no industries within the county?**

Workforce education is an optional service and should be based on need/demand in your county.

**If we do not offer ESL will we lose those points in the Application Narrative?**

Applicants offering ESL can earn up to 3 points for the narrative bullet that discusses ESL.

**Providing service at the local jails was once optional; is this an option now or a mandate?**

Funded adult education providers are required to serve full-service jails in their county provided the full-service jail meets certain provisions as outlined in the current KYAE Policy and Procedure Manual available at [www.kyae.ky.gov](http://www.kyae.ky.gov).

**Since ESL is addressed in the core services of this application will EL/Civics still be a separate application as it has been in the past?**

Yes. EL/Civics will be a separate process offered to 2012-13 fiscal agents in eligible counties.